

**SHARON TOWNSHIP, MEDINA COUNTY, OHIO**  
**Conditional Zoning Application - Checklist**

**APPLICATION NUMBER** C- \_\_\_\_\_

Please note one of the following must be present at the hearing, Applicant initials \_\_\_\_\_

1. The actual Landowner
2. The landowners Attorney
3. A person with a notarized power of attorney from the land owner
4. In the case of a corporation – a person with a corporate resolution allowing them to represent the corporation
5. In the case of a property purchase, a purchaser with a copy of the executed purchase agreement, the financial information can be redacted.

**All applications for a Conditional Zoning Certificate must include the following:**

- The completed application attaching all requested information lines 1 through 6c.
- A site plan shall be drawn to legible scale. Three copies must be provided.
- Legal Description of the property (i.e. Property Deed)
- Show topographical features of the lot, building, placement and activity areas,
- Provide a photometric site plan indicating lighting levels from all exterior lighting sources or a statement that the existing site lighting conforms with the zoning code and will remain unmodified.
- Show drive access and parking
- If applicable, show planting and landscape plan, and fencing
- If applicable, provide a drawing indicating all signage proposed for the site,
- If applicable, show trash dumpster and enclosure.
- Provide drawing indicating the exterior visual appearance of structures and all exposures (i.e. Elevation Drawings).
- A statement supported by substantiating evidence regarding the requirements enumerated under number 6 of the Conditional Zoning Application.
- List of ALL adjoining property owners and their current mailing address, including P.O. Box and zip code.

Upon Approval, additional zoning applications may be required.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

\*Applicant will be notified via email at the address provided on the application once a meeting date has been confirmed. Please contact Melissa Hydell at [Mhydell@sharontwp.org](mailto:Mhydell@sharontwp.org) with any questions.